



# Infill recombination application

City of Raleigh, NC  
Development Plans Review Center

P. O. Box 590, Raleigh, N. C. 27602  
One Exchange Plaza 3<sup>rd</sup> Floor  
Telephone: (919) 516-2626 FAX: (919) 516-2684

Visit us at our web site:  
[www.raleighnc.gov/planning/dprc](http://www.raleighnc.gov/planning/dprc)

## Section A. SUMMARY INFORMATION

ALL PLANS REQUIRE THE FOLLOWING INFORMATION ON THE FRONT COVER OF DRAWING SETS:

DEVELOPMENT NAME: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
WAKE CO. PROP. IDENTIFICATION # (13-DIGIT PIN XXXX.XX-XX-XXXX) \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ TOTAL ACRES: \_\_\_\_\_ TOTAL # OF LOTS/UNITS: \_\_\_\_\_  
INSIDE CITY LIMITS? \_\_\_\_\_

**NOTE: IF IN A CONDITIONAL USE ZONING DISTRICT,  
PLACE THE COMPLETE LIST OF ZONING CONDITIONS ON THE PLAN.**

**CLIENT** (Owner or Developer):

Name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ ZIP \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**CONSULTANT** (Person to contact regarding questions or revisions to the plan):

Name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ ZIP \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

## OWNER'S SIGNATURE:

*In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed subdivision plan as approved by the City.*

*I hereby designate \_\_\_\_\_  
to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed property owner name: \_\_\_\_\_

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## **Section B. SUBMITTAL PROCESS AND CHECKLIST**

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**(1) THIS APPLICATION IS FOR THE PRELIMINARY APPROVAL OF AN INFILL RECOMBINATION.**

**(2) PLANS MAY BE SUBMITTED IN THE DEVELOPMENT PLANS REVIEW CENTER, ONE EXCHANGE PLAZA 3<sup>RD</sup> FLOOR MONDAY THROUGH FRIDAY BY 3:00 P.M.**

**(3) APPROXIMATLY 10-15 BUSINESS DAYSS A PLANNER WILL FORWARD COMMENTS TO YOU BY FAX OR E-MAIL.**

**(4) THERE IS CURRENTLY NO FEE FOR AN INFILL RECOMBINATION PRELIMINARY PLAN..**

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**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before you submit:**

- ☐ **THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner). **PLEASE SUBMIT A COPY OF THE PARCEL FROM IMAPS USING THE PIN# BEING PROVIDED. HIGH LIGHT THE PARCEL AS WELL AS A RECENT AREIAL MAP.**
- ☐ **USING "IMAPS", PLEASE SUBMIT A HIGHLIGHTED COPY OF YOUR PARCEL WITH YOUR PIN # AND A MOST RECENT AERIAL PHOTO OF THE PARCEL.**
- ☐ **THREE SETS OF PROPOSED PLANS.** Maximum sheet size shall be 30" x 42". Plans must be to engineering scale (1" = 20', 1" = 100', etc.). Preliminary plans do not need an engineer's, surveyor's or landscape architect's seal. See Section C of this application for data to be included on preliminary plans.
- ☐ ***NEW !* A DIGITAL COPY OF THE PLAN SET INCLUDING ALL ATTACHMENTS AND EXHIBITS.**  
The purpose of this image is to illustrate the basic character of the preliminary plan. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be saved in any of the following formats, listed in order of preference: **.pdf**, either on a CD or 3 ½" disk. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan. Label the CD or floppy disk with the plan name, case file number, and indicate how many times the plan has been resubmitted for review.

***Label the CD or floppy disk with the plan name, case file number, and indicate how many times the plan has been resubmitted for review.***

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### **DOCUMENTS TO BE INCLUDED IF APPLICABLE:**

- ☐ **STREET NAME APPLICATION** where new public or private streets are to be created.
  - ☐ **COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT OR CERTIFICATE OF APPROPRIATENESS.**
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## **Section C. DATA TO BE SHOWN ON PLANS\***

**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF).**

***Please check the list below carefully before you submit.***

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**\* For right-of-way dedications where no new lots are created, show only final plat requirements in City Code Section 10-3017. Show right-of-way to be dedicated in both acreage and square feet, with metes and bounds description of the property to be dedicated as right-of-way.**

☐ **(a) Sheet size.**

The preliminary subdivision plan shall be drawn on one of three (3) standard sheet sizes. These are:

- eighteen (18) by twenty-four (24) inches;
- twenty-four (24) by thirty-six (36) inches;
- thirty (30) by forty-two (42) inches;

☐ **(b) Key Information.**

- (1) A vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- (2) True north arrow, with north being at the top of the map;
- (3) Scale of the map using engineer's scale (1"=10', 1"=50', etc.) and date of preparation, including all revision dates;

☐ **(c) Summary Information.**

- (1) The name of the development, name of the owner and agent, name, address and telephone number and fax number of the designer who prepared the plan;
- (2) All information included in Section A. of this application. (Owner's signature not required on plans);
- (3) For properties in a conditional use zoning district, list of zoning conditions should appear on the plan;
- (4) Infill calculations for the following in accordance with **10-3032. NEW!**

☐ **(d) Property Information.**

- (1) Boundary lines of the proposed development;
- (2) New and existing lots;
- (3) Existing easements including width dimensions and book and page references;
- (4) Property to be dedicated for public use, such as proposed easements, rights-of-way; or greenway, including acres, square feet and dimensions;
- (5) Street right-of-way lines and other property lines, drawn to scale and with tentative dimensions;
- (6) Zoning district boundary lines;
- (7) Adjoining properties information, including owners names, land use and zoning;
- (8) Dimensions of any encroachments into, under or above proposed and existing public rights-of-ways;

☐ **(e) Building Information**

- (1) Existing buildings, their dimensions from existing and proposed property lines, and any building to be removed or demolished;

☐ **(f) Street Information.**

- (1) Existing and proposed street names, together with state road numbers if applicable;.
- (2) General horizontal alignment of existing and proposed streets and thoroughfares, showing centerline min. radii, pavement width, surface materials, curb and gutter, ditches and shoulder widths;
- (3) Existing and proposed sidewalks;
- (4) Cross-sections of typical proposed streets;
- (6) Vertical alignment of streets only when deemed necessary by the Transportation Director to properly determine the safety of proposed streets or driveways;
- (7) Driveway and access point locations, existing and proposed, with type, curb radii, dimensions, joint use and directional flow. For proposed driveways and access points, show the location of all: property lines, existing utility service areas, drainage devices, traffic signal control boxes, sewer clean-outs, fire hydrants, meter vaults, utility poles, street lights, catch basins or similar objects within seventeen (17) feet of the proposed centerline of the driveway for residential driveways and within twenty-three (23) feet of the proposed centerline of all other driveways;
- (8) Opposing driveways across public rights-of-way;
- (9) Existing and proposed right-of-way and slope easement dimensions;
- (10) Sight triangles as set forth in §10-2086, including any structures within them, such as existing signs;

☐ **(g) Special Information.**

- (1) In all Special Highway Overlay Districts, protective yard areas along major access corridors and principal arterials, and distance from interchange if along a side street;
- (2) In Reservoir Watershed Protection Areas, watercourse buffer areas as required in §10-3059(b), square foot amount of existing and proposed impervious surface area per lot, estimated amount of impervious surface area of proposed public and private streets and public improvements, the location of and areas served by facilities used to retain the first one-half (1/2) inch of storm water as required in §10-3052(a), the allocation of impervious surface limitations to lots;
- (3) In Metro Park Protection Overlay Districts, watercourse buffer areas, impervious surface calculations, tree inventory impervious surface area exceeds 30%, park buffer yards;
- (4) In Mobile Home zoning districts, an evacuation plan is to be filed with the Wake County Office of Emergency Preparedness for all mobile home parks located within floodprone areas;
- (5) Any other information that may be requested by the reviewing authority.

☐ **(h) Below, Provide a description of how your plan conforms to the guidelines of the Comprehensive Plan, including information such as Planning District, Small Area Plan, Corridor Plan, oversized focus area, PBOD, focus area and recommended use(s) for the property. (NEW)**

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